



Office of the Chief Information Officer

**U.S. Department of Justice
Office of Justice Programs**

***Grants Management System
Closeouts
User Manual***

Version 1.0

May, 2007

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Introduction

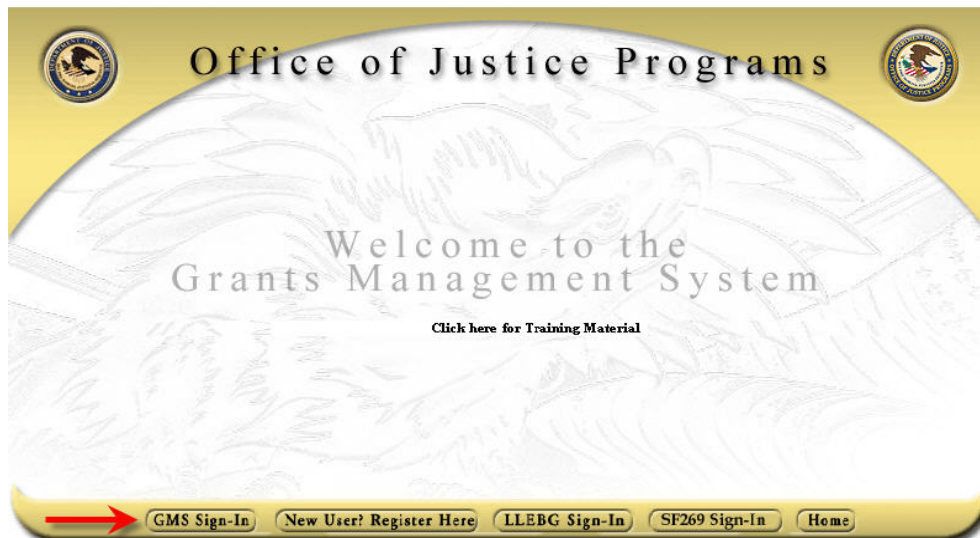
The Office of Justice Programs (OJP) is pleased to announce the deployment of the Closeout Module in the Grants Management System (GMS). With this deployment, GMS is an end to end grants management system. As grantees, you now have the ability to apply for funding, make changes to your awards, submit progress reports and complete the closeout process for your award in OJP's GMS.

As of May 21, 2007, all Closeout packages need to be processed through GMS. Grantees are required to submit a Closeout package 90 days after the end date of the grant. A complete closeout package includes the submission of a final SF-269 Financial Status Report, the submission of a final progress report, the submission of programmatic requirements and a complete financial reconciliation form. Detail instructions on how to submit the closeout package are outlined in this document.

If you have any questions about the closeout requirements, please contact your Grant Manager. If you have any questions about GMS, please contact our GMS Helpdesk at GMS.helpdesk@usdoj.gov or by phone through 1-800-458-0786 (press 6, and then press 3).

STEP 1

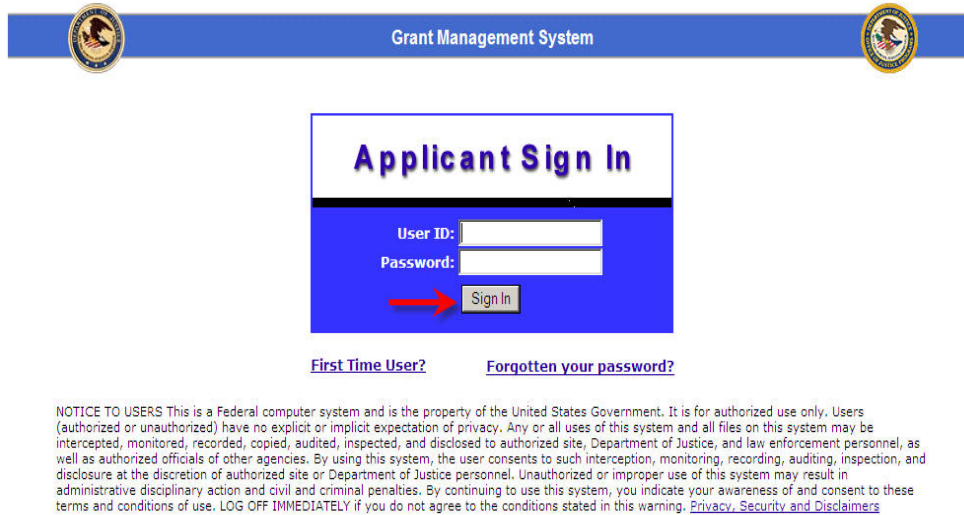
Creating a Closeout Package



The system will display the Grants Management System home page. From this page, the grantee can access several different systems. These systems include

the SF-269 Financial Reporting system, the Local Law Enforcement Block Grant (LLEGB) system and the Grants Management System. The user will click on the GMS Sign-In button to access GMS.

STEP 2




The screenshot shows the 'Grant Management System' header with two circular logos. Below the header is a blue box titled 'Applicant Sign In'. Inside the box are two input fields: 'User ID:' and 'Password:'. A red arrow points to a 'Sign In' button. Below the box are two links: 'First Time User?' and 'Forgotten your password?'. At the bottom is a 'NOTICE TO USERS' section with a disclaimer about the system's ownership and usage.

Grant Management System

Applicant Sign In

User ID:

Password:





[First Time User?](#) [Forgotten your password?](#)

NOTICE TO USERS This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Department of Justice, and law enforcement personnel, as well as authorized officials of other agencies. By using this system, the user consents to such interception, monitoring, recording, auditing, inspection, and disclosure at the discretion of authorized site or Department of Justice personnel. Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this system, you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning. [Privacy, Security and Disclaimers](#)

The system will display the Applicant Sign-In screen. The grantee will enter their username and password that was provided to them. If the grantee has difficulty accessing the system, they can contact the GMS help desk at 1-888-549-9901 option 3.

Once the grantee has entered the required information, they will click on the Sign-In button.

STEP 3



Grant Management System Home

[Applications](#)
[Awards](#)
[Funding Opportunities](#)
[Grant Adjustments](#)
[Closeouts](#)
[Reports](#)
[Profile](#)
[Change Password](#)
[Log Off](#)

All programs you are currently participating in are listed below. To reduce the size of program listing, choose from the following criteria and press the **Refresh** button.

Year
All

Solicitation
All

Refresh

Office of Justice Programs has many other funding opportunities that you may be eligible for. To review these opportunities or to start a new application click on [Funding Opportunities](#).

BJA FY 07 Solicited Awards

Year	Application No.	Status	Correspondence	Action
2007	2007-F1842-VA-DD	<ul style="list-style-type: none">Application submitted and last updated on 04/05/2007	No Messages Compose message	View

OMB Form 1123-0243, exp. 07/31/2007

[Help/Frequently Asked Questions](#)

The system will display the Application Home Page. This page lists all of the applications that have been submitted using this external account. To access the Closeout module, the user will click on the Closeouts link.

STEP 4

Award Number	Project Period End Date	Overdue As Of ▼	Grant Manager
2000-DD-VX-0000	06/30/2006	09/28/2006	

The system will display a list of closeouts that are pending for this username. This inbox will list all the grants that are within 90 days past their end date. **OJP requires Grantees to submit their closeout package 90 days after the end date of their grant.**

Please note, that the awards that appear on this screen are only those that were applied for using this external account. You may need to log into GMS with a different user ID and password to retrieve information on your other awards.

In addition to the pending inbox, there are several other inboxes that can be accessed by clicking on the links:

All Active: This inbox displays all of the closeout packages that have been submitted into GMS and are still being processed. This means that they have not yet been approved, denied or change requested by your Grant Manager.

Change Requested: This inbox lists all of the closeouts packages that have been sent back to the grantee to be edited.

Closed: This inbox lists all the awards in this external account that have had closeout packages created, processed and approved for them.

Overdue: This inbox contains all of the awards that have closeouts packages that are currently 120 days past due. Unfortunately, you will not be able to

process these packages. Since they are overdue, OJP will issue an administrative closeout package for these awards.

Draft: This inbox contains the closeouts packages that were saved by grantee and are waiting to be submitted for processing.

Audit Issues: The awards that appear in this inbox have audit actions pending for them. As such, a closeout package cannot be submitted for these awards.

Active Awards: The awards that appear in this inbox are those that were awarded under this external account that have not yet been closed out. You do have the ability to close an active award throughout the duration of the project period.

The user can also access instructions on how to complete a closeout package by clicking on the Closeout instructions link.

Once the grantee has found the award that they wish to complete a closeout package for, they should click on the award number to begin the closeout process.

STEP 5

Closeout

US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

Standard Closeout Package Status

Award Number: 2000-DD-VX-0000 Expenditure/Obligation End Date: 06/30/2006
Award Amount: \$6,361,611.00 Liquidation End Date: 09/28/2006
Project Period Begin Date: 07/01/2000 Submit Your Closeout Package By Date: 09/28/2006
Project Period End Date: 06/30/2006 Closeout Status:
Grant Manager: Status Date:

Requirement	Status	Last Submission Date
Final Progress Report	Complete	12/26/2006
Final SF-269	Complete	10/31/2006
Special Condition Compliance	Incomplete	04/23/2007
Financial Reconciliation	Complete	10/31/2006
Programmatic Requirements Certification	Incomplete	

Closeout Text

Closeout Documents

User	Role	Document	Date
------	------	----------	------

Attachments:
None

Actions:
[Save] [Print] [Cancel]

Audit Trail:

Description:	Role:	User:	Timestamp:	Note:
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The system will display the Closeout Package Status page. This page lays out all of the different requirements of the closeout package and their completion status. The closeout package cannot be submitted until each of the following requirements have been fulfilled: Final Progress Report, Final SF-269 Financial Status Report, Financial Reconciliation and Programmatic Requirements Certification.

The Grantee does not have to complete the Special Conditions Compliance in order to submit their closeout package. This will be done by the Program Manager.

To view the closeout instructions, click on the “Closeout” Instructions link.

To complete a “No Cost Extension” Grant Adjustment Notice, click on the “Complete No Cost Extension GAN” link.

To view the Grant Manager’s Contact Information, the grantee should click on the “Grant Contact Information” link.

The first requirement that must be fulfilled is that the grantee must have their final progress report **approved** by the Grant Manager. If “Incomplete” appears in this section, the user can click on “Final Progress Report” link and they will be brought to the progress reporting module. The user needs to access the progress reporting module and submit their final report. For more information on how to use the Progress Reporting module, please see the Progress Reports User Manual,

<http://www.ojp.usdoj.gov/funding/ProgressReportsUserManual1.pdf>. If you have submitted the progress report and it has not been approved by your Grant Manager, please contact your Grant Manager. You will **not** be able to submit the Closeout package until this report is approved.

The second requirement for the closeouts module is a submitted final SF-269 Financial Status Report for the award being closed. If this section reads “Incomplete”, then the user must access the SF-269 system to submit the final report. The SF-269 system can be found on the following link, <https://sf269.ojp.usdoj.gov/sf269/>.

If the section reads “Complete”, you can view the final SF-269, by clicking on the “Final SF-269” link. *It is important to note that the data from the SF-269 system does experience a delay when being transferred into GMS.*

STEP 6

Closeout

[Closeout Package Status](#)
[Final Progress Report](#)
[Final SF-269 Financial Report](#)
[Special Condition Compliance](#)
[Financial Reconciliation](#)
[Programmatic Requirements](#)
[Closeout Instructions](#)
[Complete "No Cost Extension" GAN](#)
[Grant Contact Information](#)

US DEPARTMENT OF JUSTICE
 OFFICE OF JUSTICE PROGRAMS
Final SF-269 Financial Report

Award Number: 2000-DD-VX-0000

Award Amount: \$6,361,611.00

Project Period Begin Date: 07/01/2000

Project Period End Date: 06/30/2006

Grant Manager:

Expenditure/Obligation End Date: 06/30/2006

Liquidation End Date: 09/28/2006

Submit Your Closeout Package By Date: 09/28/2006

Closeout Status:

Status Date:

Federal Agency and Organizational Element to Which Report is Submitted: Bureau of Justice Assistance

Grant or Award Number Assigned by OJP: 2000-DD-VX-0048

Recipient Organization (Name and complete address including Zip code): ☐

Vendor Number:

Final Report: ☒ Yes ☐ No

Basis: ☒ Cash ☐ Accrual

Funding/Grant Period From: 07/01/2000
Funding/Grant Period To: 06/30/2006
Period Covered by this Report From: 07/01/2000
Period Covered by this Report To: 09/30/2006

Transactions			
	Previously Reported	This Period	Cumulative
a. Total outlays	\$6,361,611.00	\$0.00	\$6,361,611.00
b. Recipient share of outlays	\$0.00	\$0.00	\$0.00
c. Federal share of outlays	\$6,361,611.00	\$0.00	\$6,361,611.00
d. Total unliquidated obligations			\$0.00
e. Recipient share of unliquidated obligations			\$0.00
f. Federal share of unliquidated obligations			\$0.00
g. Total Federal Share (Sum of lines c and f)			\$6,361,611.00
h. Total Federal funds authorized for this funding period			\$6,361,611.00
i. Unobligated balance of Federal funds (Line h minus line g)			\$0.00

Indirect Expense

☐ Provisional ☐ Predetermined ☐ Final ☐ Fixed

Rate: 0.22%

Base: \$138,746.81

Total Amount: \$19,250,677,285.18

Federal Share: \$30,524.29

Remarks:

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Block/Formula passthrough</td> <td style="width: 50%;">\$0.00</td> </tr> <tr> <td>Federal Funds Subgranted</td> <td>\$0.00</td> </tr> </table>	Block/Formula passthrough	\$0.00	Federal Funds Subgranted	\$0.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="background-color: #ffffcc;">Program Income</th> </tr> <tr> <td style="width: 50%;">Forfeit</td> <td style="width: 50%;">\$0.00</td> </tr> <tr> <td>Other</td> <td>\$0.00</td> </tr> <tr> <td>Expended</td> <td>\$0.00</td> </tr> <tr> <td>Unexpended</td> <td>\$0.00</td> </tr> </table>	Program Income		Forfeit	\$0.00	Other	\$0.00	Expended	\$0.00	Unexpended	\$0.00
Block/Formula passthrough	\$0.00														
Federal Funds Subgranted	\$0.00														
Program Income															
Forfeit	\$0.00														
Other	\$0.00														
Expended	\$0.00														
Unexpended	\$0.00														

Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.

Type or Printed Name and Title: Daniel L. Oakland, Financial Officer

Date Report Submitted: 10/31/2006

[Print](#)

[Help/Frequently Asked Questions](#)
[GMS Home](#)
[Log Off](#)

The system will display Final SF-269 Financial Report page. This page contains all of the information that was submitted into the SF-269 system by the grantee. Remember, if there was no final 269 submitted, then the grantee must go into the SF-269 system to submit the report. To return to the Closeout Package Status Page, the grantee should click on the "Closeout Package Status" link.

STEP 7

Closeout

[Closeout Package Status](#)

[Final Progress Report](#)

[Final SF-269 Financial Report](#)

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Standard Closeout Package Status

Award Number: 2000-DD-VX-0000

Award Amount: \$6,361,611.00

Project Period Begin Date: 07/01/2000

Project Period End Date: 06/30/2006

Grant Manager:

Expenditure/Obligation End Date: 06/30/2006

Liquidation End Date: 09/28/2006

Submit Your Closeout Package By Date: 09/28/2006

Closeout Status:

Status Date:

Original Award Amount	\$6,361,611.00	De-Obligation Amount	\$0.00	Adjusted Award Amount	\$6,361,611.00
-----------------------	----------------	----------------------	--------	-----------------------	----------------

Requirement	Status	Last Submission Date
Final Progress Report	Complete	12/26/2006
Final SF-269	Complete	10/31/2006
Special Condition Compliance	Incomplete	04/23/2007
Financial Reconciliation	Complete	10/31/2006
Programmatic Requirements Certification	Incomplete	

Closeout Text

Closeout Documents

User	Role	Document	Date
Attachments: None			

Actions:

Audit Trail:

Description:	Role:	User:	Timestamp:	Note:

The system returns to the Closeout Package Status page. The next requirement that must be met is that all special conditions attached to the award must be removed prior to closeout. If the status of this requirement reads "Incomplete", click on the "Special Condition Compliance" link to get more details.

STEP 8

Closeout

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[Grant Contact Information](#)

Please contact your Grant Manager to be in compliance of your special conditions.

Special Condition(s) Not In Compliance

Award Number: 2000-DD-VX-0000

Award Amount: \$6,361,611.00

Project Period Begin Date: 07/01/2000

Project Period End Date: 06/30/2006

Grant Manager:

Expenditure/Obligation End Date: 06/30/2006

Liquidation End Date: 09/28/2006

Submit Your Closeout Package By Date: 09/28/2006

Closeout Status:

Status Date:

Special Condition #	Special Condition Text	Category	In Compliance
5	The applicant budget is pending review or approval. The recipient may not obligate, expend or draw down any grant funds until the Office of the Comptroller, Office of Justice Programs has issued clearance of the application budget, and a Grant Adjustment Notice has been issued removing this special condition.	Financial Clearance Memo	N
6	The applicant budget is pending review or approval. The recipient may not obligate, expend or drawdown funds until the Office of the Comptroller has approved the budget and budget narrative and a Grant Adjustment Notice (GAN) has been issued to remove this special condition.	Financial Clearance Memo	N
6	The recipient agrees not to obligate, expend or drawdown funds until the Office of the Comptroller has approved the budget and budget narrative and a Grant Adjustment Notice has been issued to remove this Special Condition.	Financial Clearance Memo	N

[Help/Frequently Asked Questions](#)
[GMS Home](#)
[Log Off](#)

The system will display the Special Conditions Not in Compliance page. This page lists all of the special conditions that have not been met for this award. For assistance in coming into compliance with outstanding special condition, contact your Grant Manager for this award.

*Please note that the Grantee **can** submit their closeout package when this section is incomplete.*

To return to the status page, click on the “Closeout Package Status” link.

STEP 9

Closeout

[Closeout Package Status](#)

[Final Progress Report](#)

[Final SF-269 Financial Report](#)

[Special Condition Compliance](#)

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[Complete "No Cost Extension" GAN](#)

[Grant Contact Information](#)

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[Log Off](#)

Standard Closeout Package Status

Award Number: 2000-DD-VX-0000

Award Amount: \$6,361,611.00

Project Period Begin Date: 07/01/2000

Project Period End Date: 06/30/2006

Grant Manager:

Expenditure/Obligation End Date: 06/30/2006

Liquidation End Date: 09/28/2006

Submit Your Closeout Package By Date: 09/28/2006

Closeout Status:

Status Date:

Original Award Amount	\$6,361,611.00	De-Obligation Amount	\$0.00	Adjusted Award Amount	\$6,361,611.00
-----------------------	----------------	----------------------	--------	-----------------------	----------------

Requirement	Status	Last Submission Date
Final Progress Report	Complete	12/26/2006
Final SF-269	Complete	10/31/2006
Special Condition Compliance	Incomplete	04/23/2007
Financial Reconciliation	Complete	10/31/2006
Programmatic Requirements Certification	Incomplete	

Closeout Text

Closeout Documents

User	Role	Document	Date	
Attachments:				
None				
Actions:				
<input type="button" value="Save"/> <input type="button" value="Print"/> <input type="button" value="Cancel"/>				
Audit Trail:				
Description:	Role:	User:	Timestamp:	Note:

The grantee is brought back to the Closeout Package Status page. The next requirement that must be met is that a financial reconciliation must be performed on the award. If this requirement is incomplete, the grantee may need to draw down fund or may owe OJP money. To get more details on the reconciliation, the grantee can click on the "Financial Reconciliation" link.

Closeout

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Award Number: 2000-DD-VX-0000

Award Amount: \$6,361,611.00

Project Period Begin Date: 07/01/2000

Project Period End Date: 06/30/2006

Grant Manager:

Expenditure/Obligation End Date: 06/30/2006

Liquidation End Date: 09/28/2006

Submit Your Closeout Package By Date: 09/28/2006

Closeout Status:

Status Date:

**US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
Financial Reconciliation**

1. Federal Award

(a) Award Amount	\$6,361,611.00
(b) Total Federal Share of Outlays (SF-269 10c Col III)	\$6,361,611.00
(c) Remaining Federal Funds	\$0.00

2. Non-Federal Match

Note: Non-Federal Match is not Required for this Award, however, at the time of application submission, you included a match.

(a) Required	\$0.00	Override: \$ <input type="text"/>
(b) Recipients Share of Outlays (SF-269 10b Col III)	\$0.00	
(c) Difference	\$0.00	

3. Total Project Budget & Costs

(a) Total Approved Project Costs (1a + 2a) Budget	\$6,361,611.00
(b) Total Actual Project Costs (1b + 2b) Actual	\$6,361,611.00

4. Total Federal Share of Outlays & Drawdowns

(a) Total Federal Share of Outlays (SF-269 10c Col III)	\$6,361,611.00
(b) Total Drawdowns	\$6,361,611.00
(c) Difference	\$0.00

5. Total Program Income

(a) Program Income (SF-269 12c + 12d)	\$0.00
(b) Program Income Spent (SF-269 12e)	\$0.00
(c) Balance (Due From) Grantee (SF-269 12f)	\$0.00

6. Closeout Balance (4c + 5c)

(a) Funds Due OJP [(4c + 5c) < 0]	\$0.00
(b) Funds to Drawdown [(4c + 5c) > 0]	\$0.00


* If you override Non-Federal match in 2(a), you are required to enter a justification.

Actions:


The system will display the Financial Reconciliation page. This page lays out financial information pertaining to the award being closed out. If the grantee wishes to override the Non-Federal Match for this award, then they must insert the new match amount into section 2. They also must enter a justification into the text box at the bottom of the screen.

By adding the difference between the obligated funds (what was reported on the SF-269) and the amount drawn down plus program income, section 6 calculates if the grantee owes money or needs to drawdown the remaining funds.

To return to the closeout package status, the grantee should click on the "Closeout Package Status" link.



Closeout



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US DEPARTMENT OF JUSTICE
 OFFICE OF JUSTICE PROGRAMS

Standard Closeout Package Status

Award Number: 2000-DD-VX-0000

Award Amount: \$6,361,611.00

Project Period Begin Date: 07/01/2000

Project Period End Date: 06/30/2006

Grant Manager:

Expenditure/Obligation End Date: 06/30/2006

Liquidation End Date: 09/28/2006

Submit Your Closeout Package By Date: 09/28/2006

Closeout Status:

Status Date:

Original Award Amount	\$6,361,611.00	De-Obligation Amount	\$0.00	Adjusted Award Amount	\$6,361,611.00
-----------------------	----------------	----------------------	--------	-----------------------	----------------

Requirement	Status	Last Submission Date
Final Progress Report	Complete	12/26/2006
Final SF-269	Complete	10/31/2006
Special Condition Compliance	Incomplete	04/23/2007
Financial Reconciliation	Complete	10/31/2006
Programmatic Requirements Certification	Incomplete	

Closeout Text

Closeout Documents

User	Role	Document	Date
Attachments:			
None			

Actions:

Audit Trail:

Description:	Role:	User:	Timestamp:	Note:

The user is returned to the Closeout Package Status page. The final requirement that must be fulfilled is the Programmatic Requirement Certification section. To meet this requirement, the grantee should click on the "Programmatic Requirements Certification" link.

Closeout

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US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
Programmatic Requirements

Award Number: 2000-DD-VX-0000

Award Amount: \$6,361,611.00

Project Period Begin Date: 07/01/2000

Project Period End Date: 06/30/2006

Grant Manager:

Expenditure/Obligation End Date: 06/30/2006

Liquidation End Date: 09/28/2006

Submit Your Closeout Package By Date: 09/28/2006

Closeout Status:

Status Date:

	Date Submitted(mm/dd/yyyy)	N/A
File Technical Report	<input type="text"/>	<input type="checkbox"/>
Data Sets	<input type="text"/>	<input type="checkbox"/>
Proto-type Software	<input type="text"/>	<input type="checkbox"/>
Forensic Technique	<input type="text"/>	<input type="checkbox"/>
Subgrant Reports	<input type="text"/>	<input type="checkbox"/>
Other <input style="width: 100px;" type="text"/>	<input type="text"/>	

Actions:

➔

Save

Print

Cancel

The system will display the Programmatic Requirement page. On this page the grantee will fill in the submission dates for the various documents that they are required to submit. If they are not required to submit a document listed, then check the N/A box for the specific document. If the grantee needs to add a document to the list, they can go to the “Other” row and enter in the document name & submission date and click on the save button. *If the grantee does not click save, then the entered information will be saved.*

To return to the status page, the grantee will click on the “Closeout Package Status” link.

Closeout

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Standard Closeout Package Status

Award Number: 2000-DD-VX-0000
Expenditure/Obligation End Date: 06/30/2006

Award Amount: \$6,361,611.00
Liquidation End Date: 09/28/2006

Project Period Begin Date: 07/01/2000
Submit Your Closeout Package By Date: 09/28/2006

Project Period End Date: 06/30/2006
Closeout Status:

Grant Manager:
Status Date: 04/23/2007

Original Award Amount	\$6,361,611.00	De-Obligation Amount	\$0.00	Adjusted Award Amount	\$6,361,611.00
-----------------------	----------------	----------------------	--------	-----------------------	----------------

Requirement	Status	Last Submission Date
Final Progress Report	Complete	12/26/2006
Final SF-269	Complete	10/31/2006
Special Condition Compliance	Complete	04/23/2007
Financial Reconciliation	Complete	10/31/2006
Programmatic Requirements Certification	Complete	04/23/2007

Closeout Text

This grant has met all financial reporting and programmatic requirements and is deemed officially closed.

Closeout Documents			
User	Role	Document	Date
<div style="margin-top: 5px;"> <p>Attachments:</p> <p>None</p> </div> <div style="margin-top: 5px;"> <p>Actions:</p> <div style="display: flex; justify-content: flex-end; gap: 10px;"> <input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Print"/> <input type="button" value="Cancel"/> </div> </div>			

Audit Trail:

Description:	Role:	User:	Timestamp:	Note:

The user is returned to the Closeout Package Status page. The submit button now appears due to all requirements being fulfilled. Once the grantee is sure that the closeout package is complete, they click on the button to perform that action. The actions are as follows:

Save: This saves the completed closeout package for editing at a later date. This button will not submit the package into GMS for processing. Saved Closeout packages can be found in the “Draft” Inbox.


Submit: This button submits the closeout package to the Program Office for processing.

Print: This button brings up a printer friendly version of the package for the grantee to make a copy of the package for their records.

Cancel: This button will bring the grantee back to the Pending Inbox.


When the grantee wants to send the closeout package to the Program Office for processing, they will click on the “Submit” button

STEP 14



Closeout

US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
Closeout Package Status



[GMS Home](#)
[Log Off](#)

Certification

To the best of my knowledge and belief, all data in this Closeout Package is true and correct, the document has been duly authorized by the governing body of the grantee and the applicant will comply with the attached certifications.

Your typed name, in lieu of your signature represents your legal binding acceptance of the terms of your grant and your statement of the veracity of the representations made in this Closeout Package. The document has been duly authorized by the governing body of the grantee and the grantee will comply with the following:

US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

A. The grantee certifies that the appropriated funds were spent for the purpose or purposes of the grant, and only such purpose or purposes;

B. The terms of the grant, cooperative agreement or contract were complied with, and ;

C. All documentation necessary for conducting a full and proper audit under generally accepted accounting principles, and any (additional) documentation that may have been required under the grant, cooperative agreement or contract, have been kept in orderly fashion and will be preserved for not less than 3 years from the date of such close out, termination, or end. As the duly authorized representative of the applicant, I herby certify that the applicant will comply with the above certifications.


I have examined the information provided here regarding the signing authority and certify it is accurate. I am the signing authority, or have been delegated or designated formally as the signing authority by the appropriate authority or official, to provide the information requested for this Closeout Package on behalf of this jurisdiction. Information regarding the signing authority, or the delegation of such authority, has been placed in a file and is available on-site for immediate review.

Name:


Date: 04/25/2007

The system will display a certification screen. The grantee should read this page carefully. The award recipient will then type their name into the designated Name field, indicating that they agree to the rules and regulations. Once the form has been signed, the grantee will click on the Accept button.

If the grantee would like to print out this page, they can click on the "Print" button.



Closeout



Pending

All Active

Change Requested

Closed

Overdue

Drafts

Audit Issues

Active Awards

There are currently no Closeouts in this status.

[Closeout Instructions](#)

[Help/Frequently Asked Questions](#)

[GMS Home](#)

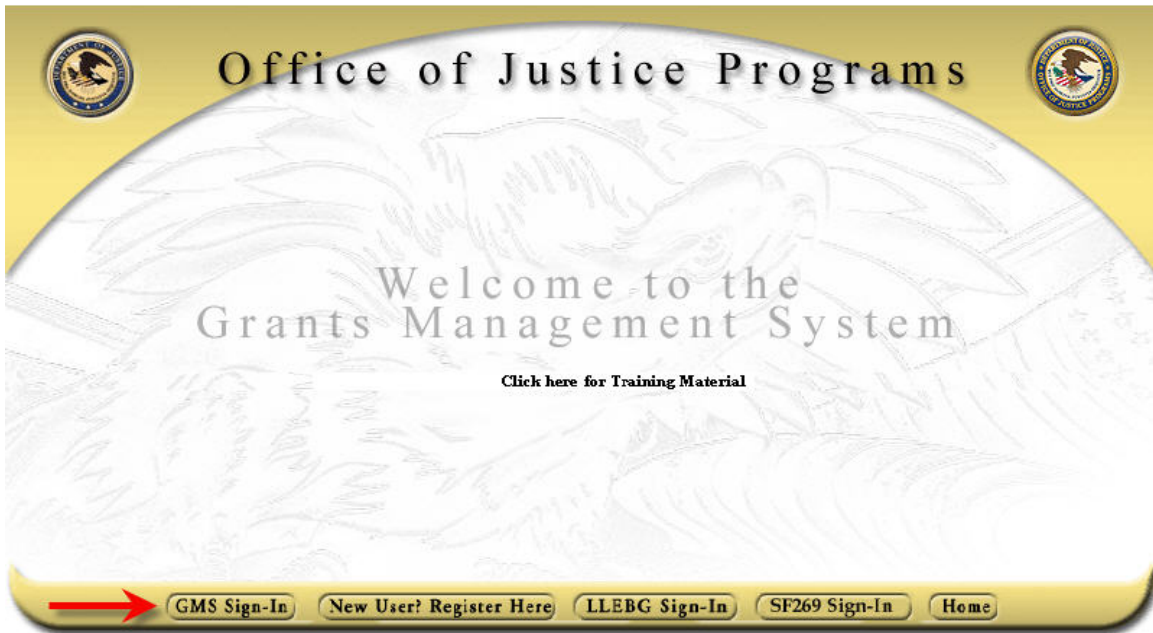
[Log Off](#)

The grantee is brought back to the Pending Inbox, where the award no longer appears. To view the status of any submitted closeout packages, the grantee will click on the All Active link.

Change Requested Closeout Packages

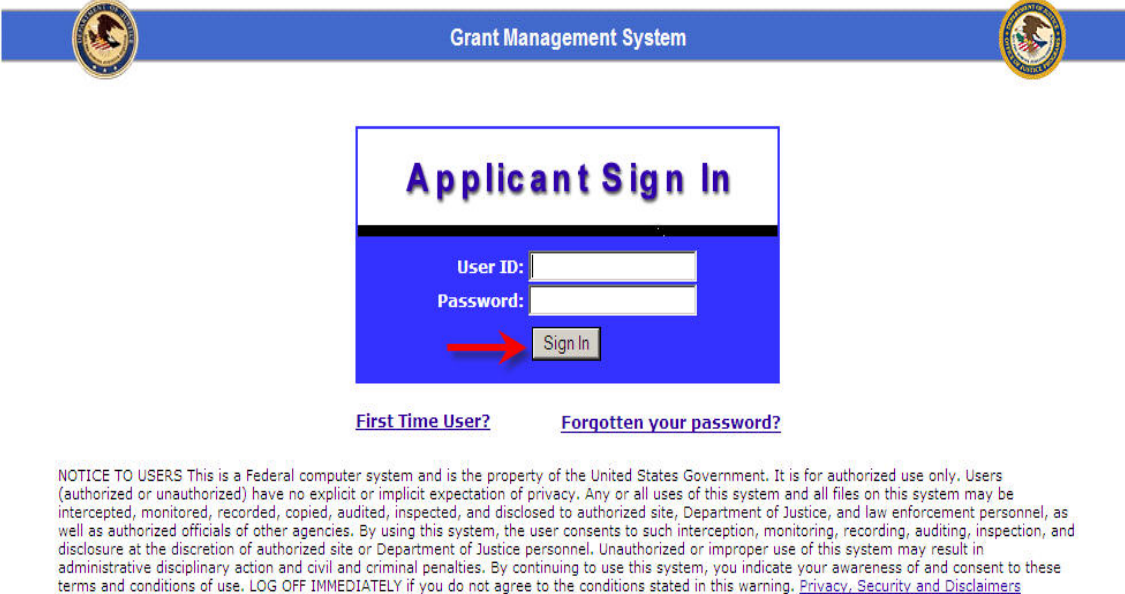
If a problem is found with a Closeout package during the Grant Manager review, the Grant Manager will Change Request the package back to the grantee to make edits.

STEP 1



The system will display the Grants Management System home page. From this page, the grantee can access several different systems. These systems include the SF-269 Financial Reporting system, the Local Law Enforcement Block Grant (LLEGB) system and the Grants Management System. The user will click on the GMS Sign In button to access GMS.

STEP 2




The screenshot shows the 'Applicant Sign In' screen of the Grant Management System. It features a blue header with the system name and two departmental seals. The main content area has a blue background with white text for 'User ID:' and 'Password:', each followed by a text input field. A red arrow points to a 'Sign In' button. Below the sign-in fields are two links: 'First Time User?' and 'Forgotten your password?'. At the bottom, there is a 'NOTICE TO USERS' section with a disclaimer about the system's federal ownership and usage terms, including links for 'Privacy, Security and Disclaimers'.

Applicant Sign In

User ID:

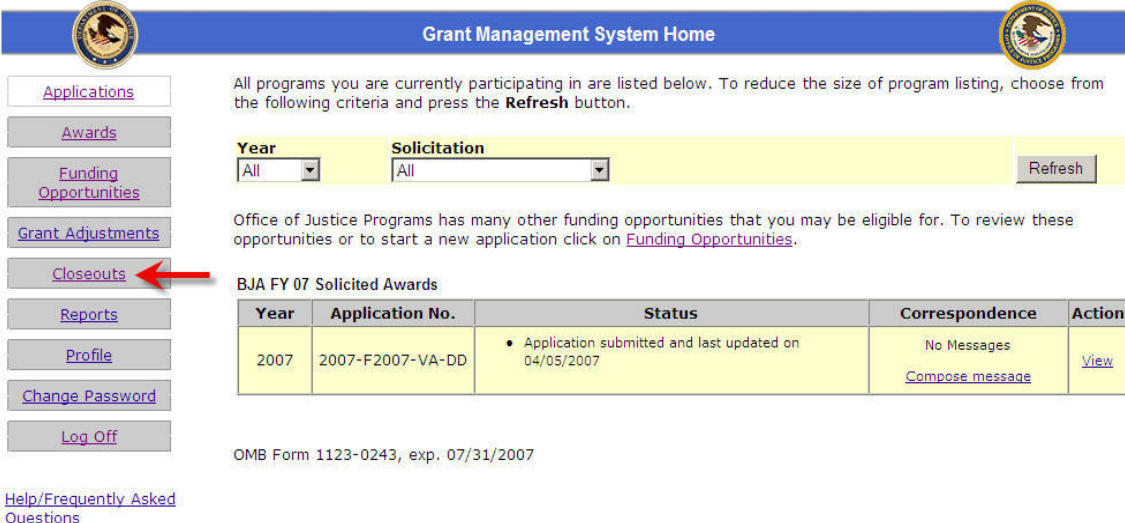
Password:

 **Sign In**

[First Time User?](#) [Forgotten your password?](#)


NOTICE TO USERS This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Department of Justice, and law enforcement personnel, as well as authorized officials of other agencies. By using this system, the user consents to such interception, monitoring, recording, auditing, inspection, and disclosure at the discretion of authorized site or Department of Justice personnel. Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this system, you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning. [Privacy, Security and Disclaimers](#)

The system will display the Applicant Sign In screen. The grantee will enter their username and password that was provided to them when they accepted their award. If the grantee has difficulty accessing the system, they can contact the GMS help desk at 1-888-549-9901 option 3. Once the grantee has entered the required information, they will click on the Sign In button.



The screenshot shows the 'Grant Management System Home' page. It has a blue header with the system name and two departmental seals. On the left is a vertical sidebar with links: Applications, Awards, Funding Opportunities, Grant Adjustments, Closeouts (highlighted with a red arrow), Reports, Profile, Change Password, and Log Off. The main content area has a yellow background. It contains a section for filtering applications by 'Year' and 'Solicitation' with dropdown menus and a 'Refresh' button. Below this is a message about other funding opportunities and a link to 'Funding Opportunities'. The main section is titled 'BJA FY 07 Solicited Awards' and contains a table with columns: Year, Application No., Status, Correspondence, and Action. The table lists one application for 2007. At the bottom, there is a footer with the OMB Form number and a link to 'Help/Frequently Asked Questions'.

Grant Management System Home

[Applications](#)
[Awards](#)
[Funding Opportunities](#)
[Grant Adjustments](#)
[Closeouts](#) 
[Reports](#)
[Profile](#)
[Change Password](#)
[Log Off](#)

All programs you are currently participating in are listed below. To reduce the size of program listing, choose from the following criteria and press the **Refresh** button.

Year **Solicitation** **Refresh**

Office of Justice Programs has many other funding opportunities that you may be eligible for. To review these opportunities or to start a new application click on [Funding Opportunities](#).

BJA FY 07 Solicited Awards

Year	Application No.	Status	Correspondence	Action
2007	2007-F2007-VA-DD	• Application submitted and last updated on 04/05/2007	No Messages Compose message	View

OMB Form 1123-0243, exp. 07/31/2007

[Help/Frequently Asked Questions](#)

The system will display the Application Home Page. This page lists all of the applications that have been submitted using this external account. To access the Closeout module, the user will click on the Closeouts link.

STEP 3

Award Number	Project Period End Date	Submit Your Closeout Package By Date ▼	Grant Manager
2006-D6-BX-0006	06/30/2007	08/14/2007	Brent Eckberg

The system will display a list of closeouts that are pending for this username. This inbox will list all the grants that are within 90 days past their end date. **OJP requires that all OJP Grantees to submit their closeout packages 90 days after the end date of their grant.**

Please note, that the awards that appear on this screen are only those that were applied for using this external account. You may need to log into GMS with a different user ID and password to retrieve information on your other awards.

In addition to the pending inbox, there are several other inboxes that can be accessed by clicking on the links:

All Active: This inbox displays all of the closeout packages that have been submitted into GMS and are still being processed. This means that they have not yet been approved, denied or change requested.

Change Requested: This inbox lists all of the closeouts packages that have been sent back to the grantee to be edited.

Closed: This inbox lists all the awards in this external account that have had closeout packages created, processed and approved for them. Closeout

Overdue: This inbox contains all of the awards that have closeouts packages that are currently 120 days past due. Unfortunately, you will not be able to

process these packages. Since they are overdue, OJP will issue an administrative closeout package for these awards.

Draft: This inbox contains the closeouts packages that were saved by grantee and are waiting to be submitted into GMS for processing.

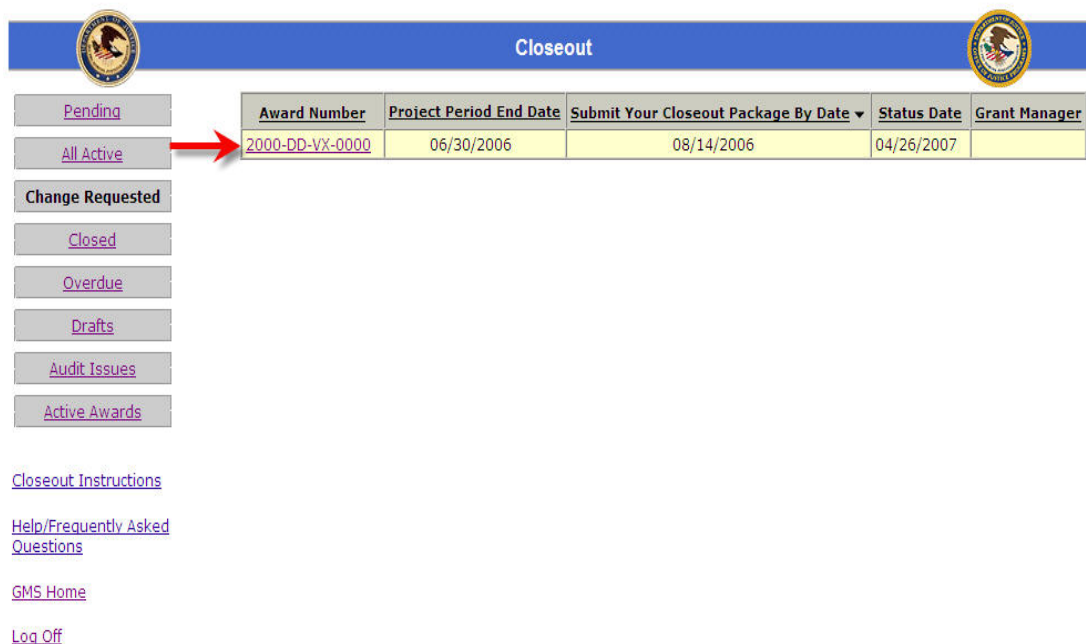
Audit Issues: The awards that appear in this inbox have audit actions pending for them. As such, a closeout package cannot be submitted for these awards.

Active Awards: The awards that appear in this inbox are those that were awarded under this external account that have not yet been closed out.

The user can also access instructions on how to complete a closeout package by clicking on the Closeout instructions link.

To access the change requested closeout package, the user will click on the Change Requested link.

STEP 4



The screenshot displays the 'Closeout' system interface. On the left, a vertical menu contains buttons for 'Pending', 'All Active', 'Change Requested' (highlighted with a red arrow), 'Closed', 'Overdue', 'Drafts', 'Audit Issues', and 'Active Awards'. Below this menu are links for 'Closeout Instructions', 'Help/Frequently Asked Questions', 'GMS Home', and 'Log Off'. The main area features a table with the following data:

Award Number	Project Period End Date	Submit Your Closeout Package By Date	Status Date	Grant Manager
2000-DD-VX-0000	06/30/2006	08/14/2006	04/26/2007	

The system will display the Change Requested inbox. This inbox displays all of the closeout packages that have been sent back to the grantee to be edited. The grantee will click on the Award Number link to access the closeout package that needs to be edited.

STEP 5

Closeout

[Closeout Package Status](#)

[Final Progress Report](#)

[Final SF-269 Financial Report](#)

[Special Condition Compliance](#)

[Financial Reconciliation](#)

[Programmatic Requirements](#)

[Closeout Instructions](#)

[Complete 'No Cost Extension' GAN](#)

[Grant Contact Information](#)

[Help/Frequently Asked Questions](#)

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[Log Off](#)

Standard Closeout Package Status

US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

Award Number: 2000-DD-VX-0000

Award Amount: \$6,361,611.00

Project Period Begin Date: 07/01/2000

Project Period End Date: 06/30/2006

Grant Manager:

Expenditure/Obligation End Date: 06/30/2006

Liquidation End Date: 09/28/2006

Submit Your Closeout Package By Date: 09/28/2006

Closeout Status: Submitted

Status Date: 04/26/2007

Original Award Amount	\$6,361,611.00	De-Obligation Amount	\$0.00	Adjusted Award Amount	\$6,361,611.00
-----------------------	----------------	----------------------	--------	-----------------------	----------------

Requirement	Status	Last Submission Date
Final Progress Report	Complete	12/26/2006
Final SF-269	Complete	10/31/2006
Special Condition Compliance	Complete	04/23/2007
Financial Reconciliation	Complete	10/31/2006
Programmatic Requirements Certification	Complete	04/23/2007

Closeout Text

This grant has met all financial reporting and programmatic requirements and is deemed officially closed.

Closeout Documents

User	Role	Document	Date	
Attachments:				
None				
Actions:				
<input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Print"/> <input type="button" value="Cancel"/>				
Audit Trail:				
Description:	Role:	User:	Timestamp:	Note:
Change Requested	PO - Grant Manager	Hago, Rami	04/26/2007 8:49 AM	View Note
Submitted	PO - Grant Manager	Giese, Cynthia	04/25/2007 10:35 AM	View Note

The system will display the Closeout Package Status screen. On this screen the grantee should click on the “View Notes” link to see the changes that the grant manager has requested.

STEP 6

Closeout

- [Closeout Package Status](#)
- [Final Progress Report](#)
- [Final SF-269 Financial Report](#)
- [Special Condition Compliance](#)
- [Financial Reconciliation](#)
- [Programmatic Requirements](#)
- [Closeout Instructions](#)
- [Complete 'No Cost Extension' GAN](#)
- [Grant Contact Information](#)

[Help/Frequently Asked Questions](#)

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[Log Off](#)

Standard Closeout Package Status

Award Number: 2000-DD-VX-0000 Expenditure/Obligation End Date: 06/30/2006
Award Amount: \$6,361,611.00 Liquidation End Date: 09/28/2006
Project Period Begin Date: 07/01/2000 Submit Your Closeout Package By Date: 09/28/2006
Project Period End Date: 06/30/2006 Closeout Status: Submitted
Grant Manager: Status Date: 04/26/2007

Original Award Amount	\$6,361,611.00	De-Obligation Amount	\$0.00	Adjusted Award Amount	\$6,361,611.00
-----------------------	----------------	----------------------	--------	-----------------------	----------------

Requirement	Status	Last Submission Date
Final Progress Report	Complete	12/26/2006
Final SF-269	Complete	10/31/2006
Special Condition Compliance	Complete	04/23/2007
Financial Reconciliation	Complete	10/31/2006
Programmatic Requirements Certification	Complete	04/23/2007

Closeout Text

This grant has met all financial reporting and programmatic requirements and is deemed officially closed.

Closeout Documents			
User	Role	Document	Date
Attachments: None			

Actions:

Audit Trail:

Description:	Role:	User:	Timestamp:	Note:
Change Requested	PO - Grant Manager	Hago, Rami	04/26/2007 8:49 AM	View Note
Submitted	PO - Grant Manager	Giese, Cynthia	04/25/2007 10:35 AM	View Note

User: Rami Hago
Action: Change Requested
Reason: This note is for training purposes only

The system will display the Closeout Package Status page. This page lays out all of the different requirements of the closeout package and their completion status. The closeout package cannot be submitted until each of the following requirements have been fulfilled: Final Progress Report, Final SF-269 Financial Status Report, Financial Reconciliation and Programmatic Requirements Certification.

To view the closeout instructions, click on the “Closeout” Instructions link.

To complete a “No Cost Extension” Grant Adjustment Notice, click on the “Complete No Cost Extension GAN” link.

To view the Grant Manager’s Contact Information, the grantee should click on the “Grant Contact Information” link.

The first of these requirements is that the grantee must have their final progress report approved by the Grant Manager. If “Incomplete” appears in this section, the user can click on “Final Progress Report” link and the system will send them to the progress reporting module to determine the status of the final report.

The second requirement for the closeouts module is that there be a final SF-269 financial status report approved for the award being closed. If this section reads “Incomplete”, then the user must access the SF-269 system to submit the final report. If the grantee would like to view their final SF-269, then they can click on the “Final SF-269” link. *It is important to note that the data from the SF-269 system does experience a delay when being transferred into GMS.*

STEP 7

Closeout

Closeout Package Status

Final Progress Report

Final SF-269 Financial Report

Special Condition Compliance

Financial Reconciliation

Programmatic Requirements

Closeout Instructions

Complete 'No Cost Extension' GAN

Grant Contact Information

[Help/Frequently Asked Questions](#)
[GMS Home](#)
[Log Off](#)

**US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
Final SF-269 Financial Report**

Award Number: 2000-DD-VX-0000

Award Amount: \$6,361,611.00

Project Period Begin Date: 07/01/2000

Project Period End Date: 06/30/2006

Grant Manager: Brent Eckberg

Expenditure/Obligation End Date: 06/30/2006

Liquidation End Date: 09/13/2006

Submit Your Closeout Package By Date: 09/28/2006

Closeout Status: Change Requested

Status Date: 04/26/2007

Federal Agency and Organizational Element to Which Report is Submitted: Bureau of Justice Assistance

Grant or Award Number Assigned by OJP: 2000-DD-VX-0048

Recipient Organization (Name and complete address including Zip code): ☐

Vendor Number:

Final Report: ☒ Yes ☐ No

Basis: ☒ Cash ☐ Accrual

Funding/Grant Period From: 07/01/2000
Funding/Grant Period To: 06/30/2006

Period Covered by this Report From: 07/01/2006
Period Covered by this Report To: 09/30/2006

Transactions	Previously Reported	This Period	Cumulative
a. Total outlays	\$6,361,611.00	\$0.00	\$6,361,611.00
b. Recipient share of outlays	\$0.00	\$0.00	\$0.00
c. Federal share of outlays	\$6,361,611.00	\$0.00	\$6,361,611.00
d. Total unliquidated obligations			\$0.00
e. Recipient share of unliquidated obligations			\$0.00
f. Federal share of unliquidated obligations			\$0.00
g. Total Federal Share (Sum of lines c and f)			\$6,361,611.00
h. Total Federal funds authorized for this funding period			\$6,361,611.00
i. Unobligated balance of Federal funds (Line h minus line g)			\$0.00

Indirect Expense

☐ Provisional
 ☐ Predetermined
 ☐ Final
 ☐ Fixed

Rate: 0.22%

Base: \$138,746.81

Total Amount: \$19,250,677,285.18

Federal Share: \$30,524.29

Remarks:

		Program Income	
Block/Formula passthrough	\$0.00	Forfeit	\$0.00
Federal Funds Subgranted	\$0.00	Other	\$0.00
		Expended	\$0.00
		Unexpended	\$0.00

Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.

Type or Printed Name and Title: Daniel L. Oakland, Financial Officer

Date Report Submitted: 10/31/2006

Print

The system will display Final SF-269 Financial Report page. This page contains all of the information that was submitted into the SF-269 system by the grantee. Remember, if there was no final 269 submitted, then the grantee must go into the SF-269 system to submit the report. To return to the Closeout Package Status Page, the grantee should click on the “Closeout Package Status” link.

STEP 8

Closeout

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- [Final SF-269 Financial Report](#)
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- [Financial Reconciliation](#)
- [Programmatic Requirements](#)
- [Closeout Instructions](#)
- [Complete 'No Cost Extension' GAN](#)
- [Grant Contact Information](#)

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Standard Closeout Package Status

US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

Award Number: 2000-DD-VX-0000 **Expenditure/Obligation End Date:** 06/30/2006
Award Amount: \$6,361,611.00 **Liquidation End Date:** 09/13/2006
Project Period Begin Date: 07/01/2000 **Submit Your Closeout Package By Date:** 09/28/2006
Project Period End Date: 06/30/2006 **Closeout Status:** Submitted
Grant Manager: **Status Date:** 04/26/2007

Original Award Amount	\$6,361,611.00	De-Obligation Amount	\$0.00	Adjusted Award Amount	\$6,361,611.00
-----------------------	----------------	----------------------	--------	-----------------------	----------------

Requirement	Status	Last Submission Date
Final Progress Report	Complete	12/26/2006
Final SF-269	Complete	10/31/2006
Special Condition Compliance	Complete	04/23/2007
Financial Reconciliation	Complete	10/31/2006
Programmatic Requirements Certification	Complete	04/23/2007

Closeout Text

This grant has met all financial reporting and programmatic requirements and is deemed officially closed.

Closeout Documents

User	Role	Document	Date

Attachments:
 None


Actions:

Audit Trail:


Description:	Role:	User:	Timestamp:	Note:
Change Requested	PO - Grant Manager	Hago, Rami	04/26/2007 8:49 AM	View Note
Submitted	PO - Grant Manager	Giese, Cynthia	04/25/2007 10:35 AM	View Note

The system displays the Closeout Package Status page. The next requirement that must be met is that all special conditions attached to the award must be removed prior to closeout. If the status of this requirement reads “Incomplete”, click on the “Special Condition Compliance” link to get more details.

STEP 8



Closeout



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US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

Special Condition(s) Not In Compliance

Award Number: 2000-DD-VX-0000
Award Amount: \$6,361,611.00
Project Period Begin Date: 07/01/2000
Project Period End Date: 06/30/2006
Grant Manager:

Expenditure/Obligation End Date: 06/30/2006
Liquidation End Date: 09/28/2006
Submit Your Closeout Package By Date: 09/28/2006
Closeout Status:
Status Date:

Special Condition #	Special Condition Text	Category	In Compliance
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[Help/Frequently Asked Questions](#)

[GMS Home](#)

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The system will display the Special Conditions Not in Compliance page. This page lists all of the special conditions that have not been met for this award. For assistance in coming into compliance with outstanding special condition, contact your program manager for this award.

Please note that the Grantee can submit their closeout package when this section is incomplete.

To return to the status page, click on the “Closeout Package Status” link.

STEP 9

Closeout

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Standard Closeout Package Status

Award Number: 2000-DD-VX-0000
Award Amount: \$6,361,611.00
Project Period Begin Date: 07/01/2000
Project Period End Date: 06/30/2006
Grant Manager:

Expenditure/Obligation End Date: 06/30/2006
Liquidation End Date: 09/28/2006
Submit Your Closeout Package By Date: 09/28/2006
Closeout Status: Submitted
Status Date:

Original Award Amount	\$6,361,611.00	De-Obligation Amount	\$0.00	Adjusted Award Amount	\$6,361,611.00
-----------------------	----------------	----------------------	--------	-----------------------	----------------

Requirement	Status	Last Submission Date
Final Progress Report	Complete	12/26/2006
Final SF-269	Complete	10/31/2006
Special Condition Compliance	Complete	04/23/2007
Financial Reconciliation	Complete	10/31/2006
Programmatic Requirements Certification	Complete	04/23/2007

Closeout Text

Closeout Documents			
User	Role	Document	Date
Attachments: None			

Actions:

Audit Trail:

Description:	Role:	User:	Timestamp:	Note:

The grantee is brought back to the Closeout Package Status page. The next requirement that must be met is that a financial reconciliation must be performed on the award. If this requirement is incomplete, the grantee may need to draw down fund or may owe OJP money. To get more details on the reconciliation, the grantee can click on the “Financial Reconciliation” link.

Closeout

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US DEPARTMENT OF JUSTICE
 OFFICE OF JUSTICE PROGRAMS
Financial Reconciliation

Award Number: 2000-DD-VX-0048

Award Amount: \$6,361,611.00

Project Period Begin Date: 07/01/2000

Project Period End Date: 06/30/2006

Grant Manager: Brent Eckberg

Expenditure/Obligation End Date: 06/30/2006

Liquidation End Date: 09/13/2006

Submit Your Closeout Package By Date: 09/28/2006

Closeout Status: Change Requested

Status Date: 04/26/2007

1. Federal Award

(a) Award Amount	\$6,361,611.00
(b) Total Federal Share of Outlays (SF-269 10c Col III)	\$6,361,611.00
(c) Remaining Federal Funds	\$0.00

2. Non-Federal Match

Note: Non-Federal Match is not Required for this Award, however, at the time of application submission, you included a match.

(a) Required	\$0.00	Override: \$ <input style="width: 100px;" type="text"/>
(b) Recipients Share of Outlays (SF-269 10b Col III)	\$0.00	
(c) Difference	\$0.00	

3. Total Project Budget & Costs

(a) Total Approved Project Costs (1a + 2a) Budget	\$6,361,611.00
(b) Total Actual Project Costs (1b + 2b) Actual	\$6,361,611.00

4. Total Federal Share of Outlays & Drawdowns

(a) Total Federal Share of Outlays (SF-269 10c Col III)	\$6,361,611.00
(b) Total Drawdowns	\$6,361,611.00
(c) Difference	\$0.00

5. Total Program Income

(a) Program Income (SF-269 12c + 12d)	\$0.00
(b) Program Income Spent (SF-269 12e)	\$0.00
(c) Balance (Due From) Grantee (SF-269 12f)	\$0.00

6. Closeout Balance (4c + 5c)

(a) Funds Due OJP [(4c + 5c) < 0]	\$0.00
(b) Funds to Drawdown [(4c + 5c) > 0]	\$0.00

*If you override Non-Federal match in 2(a), you are required to enter a justification.

Actions:

The system will display the Financial Reconciliation page. This page lays out financial information pertaining to the award being closed out. If the grantee wishes to override the Non-Federal Match for this award, then they must insert the new match amount into section 2. They also must enter a justification into the text box at the bottom of the screen.

By adding the difference between the obligated funds and the amount drawn down plus program income, section 6 calculates if the grantee owes money or needs to drawdown the remaining funds.

To return to the status overview page, the grantee should click on the “Closeout Package Status” link.

Closeout

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Standard Closeout Package Status

Award Number: 2000-DD-VX-0000
 Award Amount: \$6,361,611.00
 Project Period Begin Date: 07/01/2000
 Project Period End Date: 06/30/2006
 Grant Manager:

Expenditure/Obligation End Date: 06/30/2006
 Liquidation End Date: 09/28/2006
 Submit Your Closeout Package By Date: 09/28/2006
 Closeout Status: Submitted
 Status Date:

Original Award Amount	\$6,361,611.00	De-Obligation Amount	\$0.00	Adjusted Award Amount	\$6,361,611.00
-----------------------	----------------	----------------------	--------	-----------------------	----------------

Requirement	Status	Last Submission Date
Final Progress Report	Complete	12/26/2006
Final SF-269	Complete	10/31/2006
Special Condition Compliance	Complete	04/23/2007
Financial Reconciliation	Complete	10/31/2006
Programmatic Requirements Certification	Complete	

Closeout Text

Closeout Documents

User	Role	Document	Date

Attachments:

Actions:

Audit Trail:

Description:	Role:	User:	Timestamp:	Note:

The user is returned to the Closeout Package Status page. The final requirement that must be fulfilled is the Programmatic Requirement Certification section. To meet this requirement, the grantee should click on the “Programmatic Requirements Certification” link.

Closeout

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US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
Programmatic Requirements

Award Number: 2000-DD-VX-0048

Award Amount: \$6,361,611.00

Project Period Begin Date: 07/01/2000

Project Period End Date: 06/30/2006

Grant Manager: Brent Eckberg

Expenditure/Obligation End Date: 06/30/2006

Liquidation End Date: 09/13/2006

Submit Your Closeout Package By Date: 09/28/2006

Closeout Status: Change Requested

Status Date: 04/26/2007

	Date Submitted(mm/dd/yyyy)	N/A
File Technical Report	<input type="text"/>	<input checked="" type="checkbox"/>
Data Sets	<input type="text"/>	<input checked="" type="checkbox"/>
Proto-type Software	<input type="text"/>	<input checked="" type="checkbox"/>
Forensic Technique	<input type="text"/>	<input checked="" type="checkbox"/>
Subgrant Reports	<input type="text"/>	<input checked="" type="checkbox"/>
Other <input style="width: 100px;" type="text"/>	<input type="text"/>	

Actions:

[Help/Frequently Asked Questions](#)
[GMS Home](#)
[Log Off](#)

The system will display the Programmatic Requirement page. On this page the grantee will fill in the submission dates for the various documents that they are required to submit. If they are not required to submit a document listed, then they should check off the N/A box for that document. If the grantee needs to add a document to the list, they can go down to the “Other” row and enter in the document name & submission date and click save. *If the grantee does not click save, then the entered information will be saved.*

To return to the status page, the grantee will click on the “Closeout Package Status” link.

Closeout

[Closeout Package Status](#)
[Final Progress Report](#)
[Final SF-269 Financial Report](#)
[Special Condition Compliance](#)
[Financial Reconciliation](#)
[Programmatic Requirements](#)
[Closeout Instructions](#)
[Complete 'No Cost Extension' GAN](#)
[Grant Contact Information](#)

[Help/Frequently Asked Questions](#)
[GMS Home](#)
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Standard Closeout Package Status

Award Number: 2000-DD-VX-0000
Award Amount: \$6,361,611.00
Project Period Begin Date: 07/01/2000
Project Period End Date: 06/30/2006
Grant Manager:

Expenditure/Obligation End Date: 06/30/2006
Liquidation End Date: 09/13/2006
Submit Your Closeout Package By Date: 09/28/2006
Closeout Status: Submitted
Status Date: 04/26/2007

Original Award Amount	\$6,361,611.00	De-Obligation Amount	\$0.00	Adjusted Award Amount	\$6,361,611.00
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Requirement	Status	Last Submission Date
Final Progress Report	Complete	12/26/2006
Final SF-269	Complete	10/31/2006
Special Condition Compliance	Complete	04/23/2007
Financial Reconciliation	Complete	10/31/2006
Programmatic Requirements Certification	Complete	04/23/2007

Closeout Text
 This grant has met all financial reporting and programmatic requirements and is deemed officially closed.

Closeout Documents			
User	Role	Document	Date
Attachments: None			
Actions: <div style="display: flex; justify-content: flex-end; gap: 10px; margin-top: 5px;"> Save Submit Print Cancel </div>			

Audit Trail:

Description:	Role:	User:	Timestamp:	Note:
Change Requested	PO - Grant Manager	Hago, Rami	04/26/2007 8:49 AM	View Note
Submitted	PO - Grant Manager	Giese, Cynthia	04/25/2007 10:35 AM	View Note

The user is returned to the Closeout Package Status page. The submit button now appears due to all requirements being fulfilled. Once the grantee is sure that the closeout package is complete, they click on the button to perform that action. The actions are as follows:

Save: This saves the completed closeout package for editing at a later date. This button will not submit the package into GMS for processing. Saved Closeout packages can be found in the "Draft" Inbox.

Submit: This button submits the closeout package to the Program Office for processing.

Print: This button brings up a printer friendly version of the package for the grantee to make a copy of the package for their records.

Cancel: This button will bring the grantee back to the Pending Inbox.

When the grantee wants to send the closeout package to the Program Office for processing, they will click on the “Submit” button

STEP 14



Closeout

[GMS Home](#) [Log Off](#)

US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
Closeout Package Status

Certification

To the best of my knowledge and belief, all data in this Closeout Package is true and correct, the document has been duly authorized by the governing body of the grantee and the applicant will comply with the attached certifications.

Your typed name, in lieu of your signature represents your legal binding acceptance of the terms of your grant and your statement of the veracity of the representations made in this Closeout Package. The document has been duly authorized by the governing body of the grantee and the grantee will comply with the following:

US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

A. The grantee certifies that the appropriated funds were spent for the purpose or purposes of the grant, and only such purpose or purposes;

B. The terms of the grant, cooperative agreement or contract were complied with, and ;

C. All documentation necessary for conducting a full and proper audit under generally accepted accounting principles, and any (additional) documentation that may have been required under the grant, cooperative agreement or contract, have been kept in orderly fashion and will be preserved for not less than 3 years from the date of such close out, termination, or end. As the duly authorized representative of the applicant, I herby certify that the applicant will comply with the above certifications.

I have examined the information provided here regarding the signing authority and certify it is accurate. I am the signing authority, or have been delegated or designated formally as the signing authority by the appropriate authority or official, to provide the information requested for this Closeout Package on behalf of this jurisdiction. Information regarding the signing authority, or the delegation of such authority, has been placed in a file and is available on-site for immediate review.



Name: Date: 04/27/2007

The system will display a certification screen. The grantee should read this page carefully. The award recipient will then type their name into the designated Name field, indicating that they agree to the rules and regulations. Once the form has been signed, the grantee will click on the Accept button.

If the grantee would like to print out this page, they can click on the “Print” button.

To return to the closeout package screen, the user will click on the cancel button.

STEP 15



Closeout

[Pending](#)

[All Active](#)

Change Requested

[Closed](#)

[Overdue](#)

[Drafts](#)

[Audit Issues](#)

[Active Awards](#)

[Closeout Instructions](#)

[Help/Frequently Asked Questions](#)

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There are currently no Closeouts in this status.

The grantee is brought back to the Pending Inbox, where the award no longer appears. To view the status of any submitted closeout packages, the grantee will click on the All Active link.